

Official introduction of a new manager to the team

Subject: Introducing Our New [Department] Manager – [Manager Name]

Dear Team,

We are pleased to announce that [Manager Name] has joined [Company Name] as the new [Department] Manager, effective [Start Date]. [He/She/They] brings [number] years of experience in [industry/role] and has a proven track record in [key skills or achievements].

[Manager Name] will be responsible for overseeing [specific responsibilities], and we are confident that [his/her/their] leadership will greatly contribute to our team's success. Please join us in welcoming [Manager Name] to [Company Name].

Best regards,

[Sender Name]

[Position]

[Company Name]

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